Job Description 

**Role:** Leazes Homes Board Member

**Reports To:** Chair of Leazes Homes

Remuneration: £3,000 per annum gross, plus travel expenses.

An additional £1,000 per annum gross is payable to Committee Chairs. The role is not eligible for the Local Government Pension Scheme

Tenure: Initial term of up to 3 years, with a possible further 3-year term, subject to satisfactory annual appraisals

|  |
| --- |
| **Purpose of the role:**Leazes Homes Board members are equally and jointly responsible for:* strategic leadership, oversight and delivery of services to the supported housing stock managed by the Your Homes Newcastle (YHN) Group, including properties owned by Leazes Homes and properties owned by Newcastle City Council that are managed by YHN
* developing and implementing the supported housing vision for the YHN Group
* ensuring Leazes Homes’ continuing financial viability and long-term sustainability,
* safeguarding the interests of Leazes Homes parent organisation YHN and its tenants, residents and the public
* representing the interests of Leazes Homes tenants and residents
 |
| **Key responsibilities:**Working alongside other Board members with guidance from the Chair, all Board members play a key role in leading the organisation and the key responsibilities are:**Strategy and Performance*** Ensuring Leazes Homes’ purpose, objectives and values reflect the organisations’ obligations to all stakeholders, and ensuring sufficient resources are available to meet those objectives.
* Agreeing Leazes Homes’ annual budget and annual Delivery Plan, delegating the responsibility for implementation to officers.
* Ensuring the organisation has an effective financial and performance management framework that monitors, scrutinises and reviews outcomes against Group strategic objectives.
* Approval of annual accounts
* Ensuring the organisation meets all its’ regulatory obligation as a Registered Provider of Social Housing
* Holding YHN Group Directors to account for the performance of the organisation.

**Risk*** Ensuring the organisation has a robust risk management framework which identifies, assesses and manages strategic risks and that it is monitored and reviewed periodically for continuous improvement.
* Ensuring the organisation has a framework of delegation and systems of internal control, which is reviewed annually.

**Governance*** Ensuring that structures and mechanisms are in place so that Leazes Homescomplies with all applicable statutory and regulatory obligations, including Equality & Diversity and Health & Safety.
* Ensuring that Leazes Homes’ affairs are conducted lawfully and comply with its Rules and good governance, in accordance with the National Housing Federation Code of Governance.
* Adhere to the Code of Conduct for Board members.
 |

|  |
| --- |
| **Key skills, knowledge and experience:**We are seeking to recruit new Board Members with experience in the following areas:* **Financial management / risk and audit**
* Strategic Asset Management / Property Maintenance / Health and Safety

Collectively, the members of the Board should have sufficient skills and experience to provide effective leadership for the organisation.As well as the skills you bring from your specific area of expertise, Board members are also expected to contribute to the effective delivery of these responsibilities and demonstrate competency in the skills specified below:* Ability to work collaboratively as part of a team
* Ability to understand, interpret and analyse complex information, including financial
* Effective communication skills
* Ability to challenge constructively
* Ability to think strategically in providing direction whilst considering the long-term implications of decisions

All Leazes Homes Board members are expected to be flexible within the scope of the role. |

Time Commitment 

Any Board member role is a significant time commitment. You will be expected to attend quarterly meetings of the Board, and to devote adequate time to prepare for Board meetings, away days, committees, visiting projects, undertaking training and development events as appropriate, and to attend and participate in reviews linked to individual performance and that of the whole Board.

The Board meets quarterly and meetings run on average for around two hours. Leazes Homes also has a seat on each YHN Group Committee, so Board members will be expected to take up a position on one, determined by your skills, experience and interest. There will also be an expectation that Board members will participate in any committees that Leazes Homes may establish from time to time. In addition, you will be expected to attend two Board away days per year; and Board training sessions arranged as part of an overall learning and development plan that incorporates director duties and individual needs.

Location

Board meetings take place at YHN House, Benton Park Road, South Gosforth, Newcastle, NE7 7LX. Committees are held virtually, though some meetings may be held in person should a specific need arise.

How to Apply 

To find out more about this exceptional opportunity contact Jill Davison, Company Secretary at jill.davison@yhn.org.uk or 01912788624

To apply for the role please submit the following to jill.davison@yhn.org.uk

* An up-to-date CV.
* A Cover Letter of no more than 2 pages that addresses both the essential and the desirable requirements in the person specification.
* Details of two referees including name, nature of your relationship, position and contact details.